



DEPARTMENT OF RECREATION, PARKS AND OPEN SPACE
FACILITY USE APPLICATION (NOT A PERMIT)

501 BOUSH STREET
NORFOLK, VIRGINIA 23510
OFFICE: (757) 441-2400
FAX: (757) 441-5423

FOR OFFICE USE ONLY:

Fee Attached _____
Paid (Receipt #) _____
Resident _____ Yes _____ No
Approved _____ Yes _____ No
Permit Number _____

PLEASE SUBMIT THIS APPLICATION 14 BUSINESS DAYS PRIOR TO DATE REQUESTED.
ALL FEES MUST ACCOMPANY THE APPLICATION AT TIME OF REQUEST. MAKE CHECKS
OR MONEY ORDERS PAYABLE TO NORFOLK CITY TREASURER. NO CASH ACCEPTED.
AN INCOMPLETE APPLICATION WILL NOT BE PROCESSED. ALCOHOL IS PROHIBITED ON
CITY PROPERTY. NO REFUNDS. FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE.

Facility Requested _____ Acti vity _____

Days of Week _____ Date _____ Hours _____
(Use additional sheet if more than one day.) FROM _____ TO _____

ESTIMATED NUMBER OF PARTICIPANTS/SPECTATORS _____ 0-39 _____ 40-199 _____ 200+ _____

RESPONSIBLE PERSON (Must be on site during permit hrs.) Phone _____
PRINT NAME Work _____ Home _____

ORGANIZATION (if applicable) _____

APPLICANT'S ADDRESS _____ CITY _____ STATE _____ ZIP CODE _____

AREA REQUESTED:

_____ Athletic Fields (be specific)	_____ Gym
_____ Multipurpose Room	_____ Pool
_____ Tennis Courts	_____ Outside Basketball Courts
_____ Picnic Shelter(s)	_____ Special Use of Park
_____ Barraud Park Amphitheater	_____ Auditorium

SPECIAL ACCOMMODATIONS:

Circle One

Are you requesting permission to erect a tent?	Yes No
Are you requesting permission to vend food items?	Yes No
Does your event have one of the following: Carnival/Pony Rides, Displays, Race, or Walk (may require insurance)?	Yes No
Does your event require portable toilet facilities (applicant responsibility)? (Delivery, pick-up, and payment of portable toilet is the responsibility of applicant.)	Yes No
Does your event require dumpsters? (Delivery, pick-up, and payment of dumpster is the responsibility of applicant.)	Yes No

DESCRIBE SECURITY TO BE PROVIDED BY APPLICANT (attach security contract and insurance certificate upon request)

THE PERSON(S) TO WHOM A PERMIT IS ISSUED SHALL BE LIABLE FOR ANY LOSS, DAMAGE, OR INJURY SUSTAINED BY ANY PERSON BY REASON OF THE NEGLIGENCE OF THE PERSON OR PERSONS TO WHOM SUCH A PERMIT SHALL HAVE BEEN ISSUED. THE DIRECTOR MAY REQUIRE SUCH PUBLIC LIABILITY INSURANCE AS HE DEEMS TO BE IN THE BEST INTEREST OF THE CITY.

APPLICANT'S NAME (PLEASE PRINT) _____ DATE _____

APPLICANT'S SIGNATURE

FEE WAIVER: _____ YES _____ NO

DIRECTOR _____ DATE _____

RECREATION SUPERVISOR _____ DATE _____

SR.REC SUPERVISOR _____ DATE _____

DIVISION HEAD _____ DATE _____

BUREAU MANAGER _____ DATE _____

ASSISTANT DIRECTOR _____ DATE _____

NOTE: The City of Norfolk does not provide electricity.
Parks are monitored on a regular basis. Any discrepancy between this
application and the actual event will be cause for future denial of park
use, and additional fees will be assessed.

FIELD USAGE

Name of Field

Dates _____ From _____ To _____
Circle: M T W Th Fri Sat Sun

Name of Field

Dates _____ From _____ To _____
Circle: M T W Th Fri Sat Sun

Name of Field

Dates _____ From _____ To _____
Circle: M T W Th Fri Sat Sun

Name of Field

Dates _____ From _____ To _____
Circle: M T W Th Fri Sat Sun

Name of Field

Dates _____ From _____ To _____
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Name of Field

Dates _____ From _____ To _____
Circle: M T W Th Fri Sat Sun

Name of Field

Dates _____ From _____ To _____
Circle: M T W Th Fri Sat Sun

Name of Field

Dates _____ From _____ To _____
Circle: M T W Th Fri Sat Sun

APPEAL PROCESS

Within fourteen (14) days after receipt of an application, the Director shall apprise an applicant, in writing, of his reasons for refusing a permit. Any person aggrieved by such refusal shall have the right to appeal, in writing, within fourteen (14) days to the City Manager who shall consider the application under standards set forth in Section 25.2-52(a) hereof and sustain, modify, or reverse the Director's decision within fourteen (14) days. The decision of the City Manager shall be final.



DEPARTMENT OF RECREATION PARKS AND OPEN SPACE
DIVISION OF RECREATION AND HUMAN DEVELOPMENT
All Permit Groups, Picnic Shelter, and Special Use of Park

GUIDELINES

All Rental groups, while occupying a City of Norfolk picnic shelter or special use of park, must adhere to the following guidelines:

- Permit groups will be responsible for clean up completion of your event.
- Event permits must hire security. Proof must be submitted to the Administrative Office prior to event with security company name and point of contact.
- Event permits must submit to the Administrative Office an agenda, program, or schedule or event prior to event (14 or 21 days minimum notice).
- Parking for the event is permitted ONLY in designated areas in the park. Parking violators will be ticketed.
- Parks are monitored on a regular basis. Any discrepancy between this application and the actual event will be cause for future denial of park use, and additional fees will be assessed.
- **Absolutely no alcoholic beverages permitted on city property. Violators will be prosecuted.**

I have read and understand these guidelines. Failure to abide by these guidelines will result in permit being revoked without a refund. If you have any questions, please contact Administrative Office at 757-441-2400.

Name of Permit Holder

Date

Signature of Permit Holder

ARTICLE IV. PERMIT FOR PRIVATE USE OF PARK OR RECREATION FACILITY

Sec. 25.2-50. Application.

A person seeking the issuance of a permit for the use of any park or recreation area or facility for a private purpose shall file an application with the director. The application shall state:

- (1) The name and address of the applicant.
 - (2) The name and address of the person sponsoring the activity, if any.
 - (3) The day and hours for which the permit is desired and the proposed use to be made of the park.
 - (4) The park or portion thereof for which such permit is desired.
 - (5) An estimate of the anticipated attendance.
 - (6) Any other information which the director shall find reasonably necessary to a fair determination as to whether the permit should be issued.
- (Ord. No. 39,590, § 4, 5-18-99)

Sec. 25.2-52. Issuance or refusal.

- (a) The director shall issue a permit applied for under this article, if he finds:
- (1) That the proposed activity or use of the park will not unreasonably interfere with or detract from the general public's enjoyment of the park;
 - (2) That the proposed activity and use will not unreasonably interfere with or detract from the promotion of public health, welfare, safety and recreation;
 - (3) That the proposed activity or use is not reasonably anticipated to incite violence, crime or disorderly conduct;
 - (4) That the proposed activity will not entail unusual, extraordinary or burdensome expense or police operation by the city; and
 - (5) That the facilities desired have not been reserved for other use at the date and hour required in the application.
- (b) If the director does not approve an application for a permit under this article, he shall, within fourteen (14) days after receipt of the application, apprise the applicant, in writing, of his reasons for refusing the permit. Any person aggrieved by such refusal shall have the right to appeal, in writing, within fourteen (14) days, to the city manager, who shall consider the application under the standards set forth in subsection (a) above and sustain, modify or reverse the director's decision, within fourteen (14) days. The decision of the city manager shall be final.
- (Ord. No. 39,590, § 4, 5-18-99)

Sec. 25.2-53. Exhibition for inspection.

No person shall fail to produce and exhibit any permit issued to him under this article, upon request of any authorized person who shall desire to inspect such permit for the purpose of enforcing compliance with any ordinance of the city or regulation of the department.

(Ord. No. 39,590, § 4, 5-18-99)

Sec. 25.2-54. Holder bound by park rules, etc.

A person to whom a permit is issued under this article shall be bound by all park rules and regulations and all applicable ordinances as fully as though the same were inserted in the permit.

(Ord. No. 39,590, § 4, 5-18-99)

Sec. 25.2-55. Holder's liability for damages; insurance may be required.

A person to whom a permit is issued under this article shall be liable for any loss, damage or injury sustained by any person whatever by reason of the negligence of the person to whom such permit was issued. The director may require such public liability insurance as he deems to be in the best interest of the city.

(Ord. No. 39,590, § 4, 5-18-99)

Sec. 25.2-56. Interference with holder.

No person shall disturb or interfere unreasonably with any person occupying any area, or participating in any activity under the authority of a permit issued under this article.

(Ord. No. 39,590, § 4, 5-18-99)

Sec. 25.2-57. Revocation.

The director shall have the authority to revoke a permit issued under this article, upon a finding of a violation of any rule, ordinance or condition of the permit, or upon good cause shown.

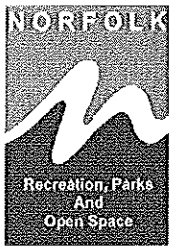
(Ord. No. 39,590, § 4, 5-18-99)

I have read and understand these ordinances. Failure to abide by these ordinances will result in revoke of my current and or future requests for a permit.

Name of Permit Holder

Date

Signature of Permit Holder



DEPARTMENT OF RECREATION PARKS AND OPEN SPACE
DIVISION OF RECREATION AND HUMAN DEVELOPMENT

Picnic Shelter Reservation

Application Addendum

The City Parks are monitored on a regular basis. Any discrepancy between this application and the actual event will be cause for denial of future events and additional fees will be assessed.

1. What type of entertainment are you planning to have at your event?

Circle as many as apply

- A. DJ with Music
- B. General Entertainment
- C. Live Band
- D. None

2. Are you planning to bring extra grills or tents to the park? If yes, please specify the each type. All grills and or deep fryers require an appropriate Fire Extinguisher for each item. In addition, all used grease can not be dispose on city property. Violators will be assessed additional disposal and clean-up fees.
3. If your event consist of carnival or pony rides, moon walk, dunking booth, snow machine, popcorn or cotton candy machines; then you may need liability insurance and additional special use of the park fees will be assessed.
4. Events that require liability insurance is assessed at 1 million dollars per occurrence. The City of Norfolk, it's employees, agents and volunteers must be named as additional insures. The certificate of insurance must accompany your application.

I have read and understand the application addendum. Failure to abide by this addendum will result in permit being revoked without a refund. If you have any questions, please contact Administrative Office at 757-441-2400.

Name of Permit Holder

Date

Signature of Permit Holder